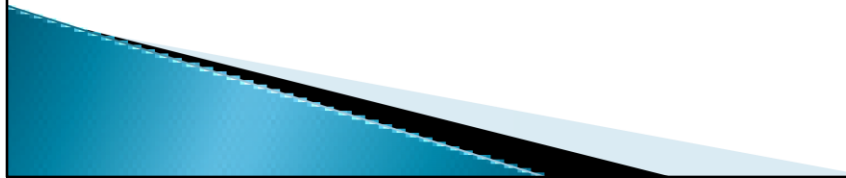


Iowa Eligibility Application  
Direct Certification  
*hawk-1*  
Verification Overview:  
Focus on Direct  
Certification

Nancy Christensen, Consultant  
Nutrition, Health, and Transportation Services

# Direct Certification

- ▶ Paper system
  - For kids who are not matched using electronic method
  - Fewer than 20% of all kids will get a letter
- ▶ Electronic methods
  - Available for ALL schools (public and non-public)



# Paper process

- ▶ ONE letter this year
- ▶ Only children who have not been matched in the electronic process
- ▶ In English, unless the household has notified DHS that they prefer communication in Spanish
- ▶ Will NOT include SSN this year

# Paper forms processing

- ▶ MUST be signed by parent
- ▶ Grades and schools are optional
- ▶ NO WRITE-INS!!!

May be questions from households with some kids matched and others on paper letters

**Free Lunch Notice – Give this to the School**

Give this letter to the school to get free lunches for the students listed below. They can also get free breakfast and after-school snacks if the school offers them. Do not return this letter to DHS.

We try to give names of students who can get free meals to the schools they attend. The students listed in this letter were not matched with the school. To get free meals for the students listed in this letter, you must:

- Write the name of the school each student will be going to in the blank below. Also write in the grade the student will be in.
- Sign and date this letter.
- Give this letter to the school at least 10 days before school starts. Do not return this letter to DHS.

Name	Birth Date	School	Grade

X \_\_\_\_\_  
Your Signature Date Daytime Phone

**FOR SCHOOL USE ONLY**

These children qualify for free lunches, breakfasts and snacks under the National School Lunch Program, Breakfast Program, and the After-School Snack Program.

\_\_\_\_\_  
Date Received Signature of School Official

**You will not be discriminated against.** In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, political beliefs, or disability. To file a complaint of discrimination, write to *USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, D.C. 20250-9410*, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

ONLY ONE LETTER THIS YEAR!

# Electronic Direct Certification

- ▶ Matching process with lists
  - Actual matches
  - Potential matches
- ▶ ELookUp

Lists available for schools making reports to EASIER: all public schools, some non-public schools. ELookUp available for ALL schools

# Where the data comes from ...

- ▶ Project EASIER: your district student information data submitted to DE
- ▶ DHS Food Assistance and FIP files: names of children who receive benefits

For the lists, the data bases of EASIER and DHS are compared. For ELookUp, a modified database from DHS files is provided.

# First Step...a new password

The screenshot shows a Microsoft Word document titled "NSLP CNP 2000 Access Request Form/SP". The interface includes standard Word menus (File, Edit, View, Insert, Format, Tools, Table, Window, Help) and a toolbar with various icons. The document content consists of a form header, two input fields, a large table, and a concluding paragraph.

### CNP 2000 Access Request Form/SP

**NAME OF LEA:** \_\_\_\_\_ **AGREEMENT NUMBER:** \_\_\_\_\_

PLEASE PRINT OR TYPE NAME OF STAFF MEMBER AND POSITION	SFA Site Applications Access		Claims Access		Health Inspections Access	Verification Summary Report Access	Financial Report	Direct Certification Access	Signature indicating agreement with and acceptance of assurance statement. <b>REQUIRED ONLY FOR THOSE REQUESTING DIRECT CERTIFICATION ACCESS</b>
	View Only	Enter & Modify	View Only	Enter & Modify	Enter & Modify	View and Download	Enter & Modify	View & Download	
A Jones Secretary	X			X				X	

The Authorized Representative agrees to notify Nutrition, Health, and Transportation Services promptly when any of the above named individuals leaves the LEA or no longer requires access to the CNP 2000 system, to cancel access to the system. The Authorized Representative agrees to request access individually for additional or replacement staff as needed and to ensure that passwords are not shared among staff.

The bottom of the window shows the Windows taskbar with the Start button, several open applications (AutoShapes, Microsoft PowerPoint, Direct cert manual7..., NSLP CNP 2000 Ac...), and the system clock displaying 9:31 AM.

On the form download section of the CNP 2000



# Login and Password Format

▶ 1AR12340000

UPPER CASE      Your district number

▶ AuthRep@ or Reset@

- Both case sensitive

# Lists

- ▶ Available to all public schools and non-public schools that submit data to EASIER
- ▶ Based on LAST YEAR'S enrollment on the last day of school
  - This means the grades will be off by one year
  - NOT REAL TIME DATA



# Accessing the data



# If you have permission to access the files...



Iowa Department of Education  
School Meal Programs

Applications Rates Claims Maintenance

 CNP 2000 Home

 SP Home

 Exit

Select to continue	Description
<a href="#">Click Here</a>	View the SFA and Site Application
<a href="#">Direct Certification</a>	Link to IADE Electronic Direct Certification Data

# Be sure to select the correct year



The screenshot shows a web browser window with the title "CNP: Web Direct School Meal Program". The header is green and contains the "CNP 2000" logo, the text "Iowa Department of Education School Meal Programs", and navigation links: "Applications", "Rates", "Claims", "Maintenance", "CNP 2000 Home", "SP Home", and "Exit".

The main content area is titled "Program Year Information Direct Certification". Below this is a table titled "Please Select a Program Year".

Program Year	Begin Date	End Date
2008	07/01/2007	06/30/2008
2007	07/01/2006	06/30/2007
2006	07/01/2005	06/30/2006
2005	07/01/2004	06/30/2005

# Select...

Iowa Department of Education  
School Meal Programs

CNP 2000 Home SP Home Exit

Applications Rates Claims Maintenance

## School Meal Program Direct Certification

Choose an SFA

☐ School Year: 2007

Agreement Number	SFA Name
00000001	Anytown Comm School District

Click Here

Select

# Moving to the DE secure site



Iowa Department of Education



District: 0000 School: 0000 Name: Anytown Comm School District

Direct Certification Free Lunch		
Date	Count	
08/15/2006	2963	<div>Click Here</div> <div>Download</div> <div>Exit</div>

Please contact [Carla Schimelfenig](#) by email or phone (515)281-3111  
or [Nancy Christensen](#) by email or phone (515)281-5663  
or [Patti Harding](#) by email or phone (515)281-4754.  
with questions regarding this form.

# Selecting

District: **0000** School: **0000** Name: **Anytown Comm School District**

☒ Students In Last Easier Submission  
☐ Potential Students Found In District

**Select Columns To Download**

Available Columns		Columns For Download
LocalID	>	
StateID	<	
LastName	>>	
FirstName	<<	
School#		
Grade		
BirthDate		
Race		
FreeSIS		
LunchPrg		

Order By: LocalID

☒ Download as Excel file ☐ Download as text file

Download

Exit



# Selecting data elements

☒ Students In Last Easier Submission  
☐ Potential Students Found In District

**Select Columns To Download**

Available Columns		Columns For Download
LocalID	<div>Click Here</div> <div>&lt;</div> <div>&gt;&gt;</div> <div>&lt;&lt;</div>	
School#		
Grade		
Race		
FreeSIS		
LunchPrg		
StateID		
LastName		
FirstName		
BirthDate		

Order By

☒ Download as Excel file   ☐ Download as text file

# Sorting the data

☒ Students In Last Easier Submission  
☐ Potential Students Found In District

**Select Columns To Download**

Available Columns		Columns For Download
LocalID	>	StateID
School#	<	LastName
Grade	>>	FirstName
Race	<<	BirthDate
FreeSIS		
LunchPrg		

Order By

☒ Download as Excel ☐ Download as text file

LocalID  
StateID  
LastName  
FirstName  
School Number  
Grade

# Downloading

☒ Students In Last Easier Submission  
☐ Potential Students Found In District

**Select Columns To Download**

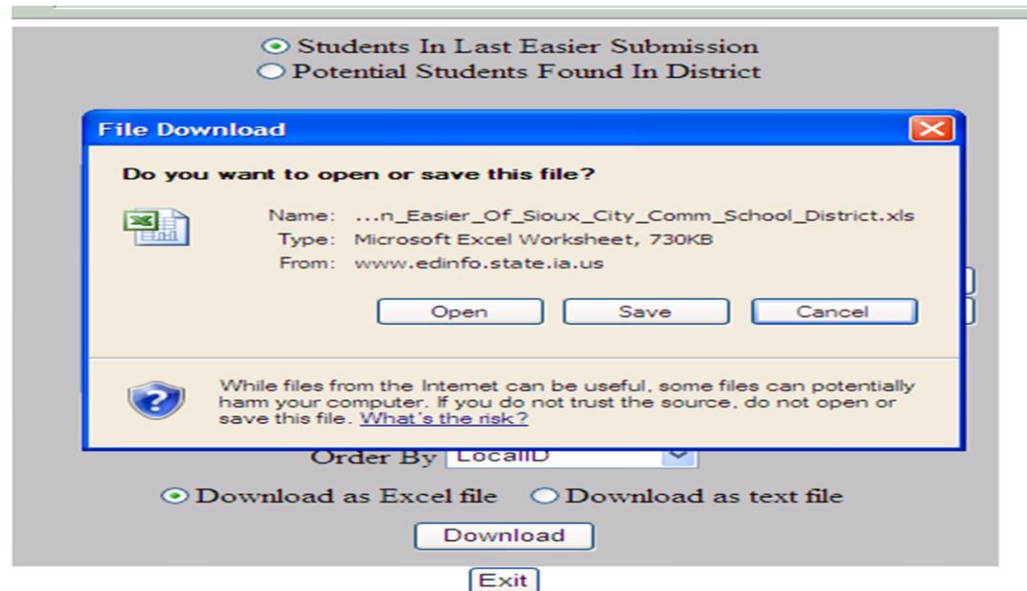
Available Columns		Columns For Download
LocalID	> < >> <<	StateID
School#		LastName
Grade		FirstName
Race		BirthDate
FreeSIS		
LunchPrg		

Order By

☒ Download as **CSV** ☐ Download as text file

[Click Here](#)

# Opening or saving



# The Excel file

Microsoft Excel - Students\_In\_Easier\_Of\_Anytown\_Comm\_School\_District[2].xls

File Edit View Insert Format Tools Data Window Help Adobe PDF

Font: Arial, Size: 10, Bold, Italic, Underline, Paragraph, Styles, Language, Spelling, Grammar, Proofing, Review, Window, Help, 100%

Formula Bar: A28 = 1173651150

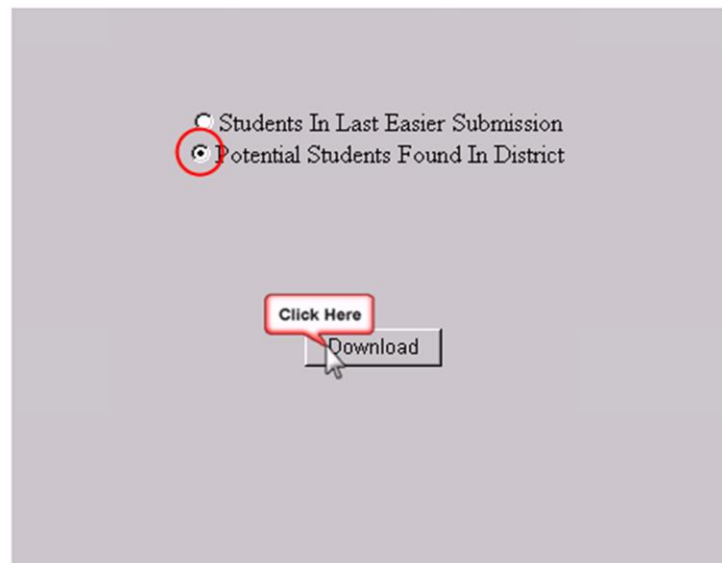
	A	B	C	D	E	F	G	H	I	J
1	StateID	LastName	FirstName	BirthDate						
2	1000000000	1000000000	1000000000	1000000000						
3	1000000000	1000000000	1000000000	1000000000						
4	1000000000	1000000000	1000000000	1000000000						
5	1000000000	1000000000	1000000000	1000000000						
6	1000000000	1000000000	1000000000	1000000000						
7	1000000000	1000000000	1000000000	1000000000						
8	1000000000	1000000000	1000000000	1000000000						
9	1000000000	1000000000	1000000000	1000000000						
10	1000000000	1000000000	1000000000	1000000000						
11	1000000000	1000000000	1000000000	1000000000						
12	1000000000	1000000000	1000000000	1000000000						
13	1000000000	1000000000	1000000000	1000000000						
14	1000000000	1000000000	1000000000	1000000000						
15	1000000000	1000000000	1000000000	1000000000						

# Who are “potential” students?

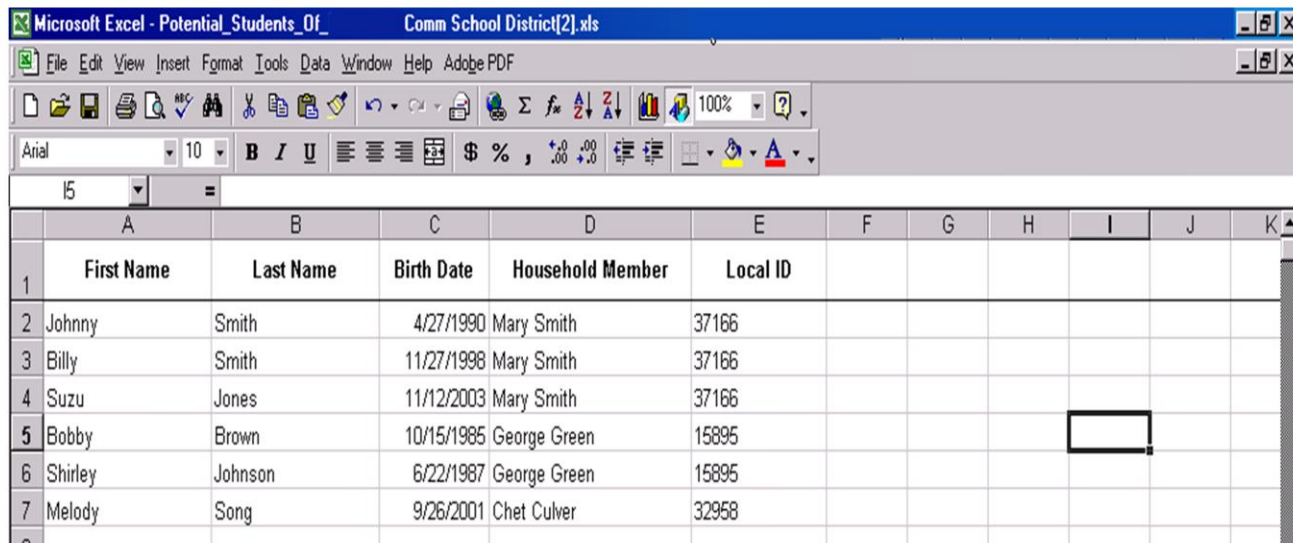
- ▶ Children who were not enrolled in your school last year
- ▶ BUT share a case number with a student who WAS enrolled last year
- ▶ Can be very young children or kids who have graduated

This is how to identify new kindergarten students or preschoolers.

# Potential students...



# Only available as Excel



The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Potential\_Students\_Of\_ Comm School District[2].xls". The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Window, Help, and Adobe PDF. The toolbar contains various icons for file operations, editing, and formatting. The status bar at the bottom shows "I5" and a formula bar with an equals sign. The spreadsheet has columns labeled A through K and rows numbered 1 through 8. The data is organized into a table with the following headers and rows:

	A	B	C	D	E	F	G	H	I	J	K
1	First Name	Last Name	Birth Date	Household Member	Local ID						
2	Johnny	Smith	4/27/1990	Mary Smith	37166						
3	Billy	Smith	11/27/1998	Mary Smith	37166						
4	Suzu	Jones	11/12/2003	Mary Smith	37166						
5	Bobby	Brown	10/15/1985	George Green	15895						
6	Shirley	Johnson	6/22/1987	George Green	15895						
7	Melody	Song	9/26/2001	Chet Culver	32958						
8											



# Examples

1	First Name	Last Name	Birth Date	Household Member	Local ID
2	Johnny	Smith	4/27/1990	Mary Smith	37166
3	Billy	Smith	11/27/1998	Mary Smith	37166
4	Suzu	Jones	11/12/2003	Mary Smith	37166
5	Bobby	Brown	10/15/1985	George Green	15895
6	Shirley	Johnson	6/22/1987	George Green	15895
7	Melody	Song	9/26/2001	Chet Culver	32958
8					

# Simple Searches



Iowa Department of Education



Comm School District

## E-LookUp

Click on the tabs to start your search

Simple Search	State ID Search	SSN Search	CaseNumber Search
---------------	-----------------	------------	-------------------

First Name	<input type="text"/>	Last Name	<input type="text"/>
Birth Year	<input type="text"/>		
			<input type="button" value="Search"/>

ELookUp available to all schools. This is the only method for non-public schools that do not submit data to EASIER.

# When do you use the simple search?

- ▶ When registering a new student
- ▶ When parents advise you that the student receives FIP or Food Assistance but they don't have a number
- ▶ To check on a sibling who is not on a paper letter
- ▶ May give you MANY students to sort through

# State ID Searches



Iowa Department of Education



Comm School District

## E-LookUp

Click on the tabs to start your search

Simple Search	State ID Search	SSN Search	CaseNumber Search
---------------	-----------------	------------	-------------------

State ID

# When do you use the State ID search?

- ▶ When registering a new student and you have the state ID
- ▶ When the student is registered using a nickname
- ▶ Will give you ONE student only if matched

Most useful for transferring students

# SSN Search



Iowa Department of Education



Comm School District

## E-LookUp

Click on the tabs to start your search

Simple Search

State ID Search

SSN Search

CaseNumber Search

SSN

Search

Exit



Clear

# When do you use the SSN match?

- ▶ When you are registering a new student and you have the SSN
- ▶ When the parents provides the SSN
- ▶ Will produce ONE student if matched

Remember that SSNs are not required for school business.

# Case Number Search



Iowa Department of Education

Comm School District

**E-LookUp**

Click on the tabs to start your search

Simple Search   State ID Search   SSN Search   **CaseNumber Search**

Case Number

Useful to locate all kids on one case number. Case numbers come from the Notice of Decision or the lower right hand corner of paper letters.



# When do you use the case number match?

- ▶ When the parent produces a letter of direct certification but tells you all her children are not listed there
- ▶ When you are doing direct verification
- ▶ Will provide the names of all kids on that case number



# Iowa Department of Education



Comm School District

## E-LookUp

Click on the tabs to start your search

Simple Search	State ID Search	SSN Search	CaseNumber Search
---------------	-----------------	------------	-------------------

First Name	<input type="text" value="N"/>	Last Name	<input type="text" value="Christensen"/>
Birth Year	<input type="text"/>		
<input type="button" value="Search"/>			

4 student(s) are found for the preferences you selected.

### Search Results:

<a href="#">Easier</a>	<a href="#">Easier</a>	<a href="#">DHS</a>	<a href="#">DHS</a>	<a href="#">Easier</a>	<a href="#">Easier</a>	<a href="#">DHS</a>
Local ID	State ID	Last Name	First Name	School Building	Grade	Birth Date
<input type="checkbox"/>		CHRISTENSEN	NA	0445		11/09/1998
<input type="checkbox"/>		CHRISTENSEN	NY	0427	04	07/20/1997
<input type="checkbox"/>		CHRISTENSEN	NAT	0109		11/09/1998
<input type="checkbox"/>		CHRISTENSEN	NO	0409	01	08/08/2000



# Iowa Department of Education



Comm School District

## E-LookUp

Click on the tabs to start your search

Simple Search	State ID Search	SSN Search	CaseNumber Search
---------------	-----------------	------------	-------------------

First Name	N	Last Name	Christensen
Birth Year			
<input type="button" value="Search"/>			

4 student(s) are found for the preferences you selected.

Search Results:

<a href="#">Easier</a>	<a href="#">Easier</a>	<a href="#">DHS</a>	<a href="#">DHS</a>	<a href="#">Easier</a>	<a href="#">Easier</a>	<a href="#">DHS</a>
<a href="#">Local ID</a>	<a href="#">State ID</a>	<a href="#">Last Name</a>	<a href="#">First Name</a>	<a href="#">School Building</a>	<a href="#">Grade</a>	<a href="#">Birth Date</a>
<input type="checkbox"/>		CHRISTENSEN	NA	0445		11/09/1998
<input checked="" type="checkbox"/>		CHRISTENSEN	NY	0427	04	07/20/1997
<input type="checkbox"/>		CHRISTENSEN	NAT	0109		11/09/1998
<input type="checkbox"/>		CHRISTENSEN	NO	0409	01	08/08/2000

The aqua color student is the one you know is “yours.”



# Iowa Department of Education



Comm School District

## E-LookUp

Click on the tabs to start your search

Simple Search

State ID Search

SSN Search

CaseNumber Search

First Name	<input type="text" value="N"/>	Last Name	<input type="text" value="Christensen"/>
Birth Year	<input type="text"/>		
<input type="button" value="Search"/>			

4 student(s) are found for the preferences you selected.

### Search Results:

<a href="#">Easier Local ID</a>	<a href="#">Easier State ID</a>	<a href="#">DHS Last Name</a>	<a href="#">DHS First Name</a>	<a href="#">Easier School Building</a>	<a href="#">Easier Grade</a>	<a href="#">DHS Birth Date</a>
		CHRISTENSEN	NY	0427	04	07/20/1997
<input checked="" type="checkbox"/>		CHRISTENSEN	NA	0109		11/09/1998
<input type="checkbox"/>		CHRISTENSEN	NO	0409	01	08/08/2000
<input type="checkbox"/>		CHRISTENSEN	NA	0445		11/09/1998

The tan colored student has already been selected by your district or another district. Exercise some caution here to be sure the student in the one you think you want.



# Iowa Department of Education



## Direct Certification

District:

School:

Name:

Comm School District

Exit

Click E-lookup to look for individual students

E-Lookup

Month	Easier And Potential Student Count	E-Lookup Count	
August 1	9843	0	<a href="#">Download</a>
August15	270	0	<a href="#">Download</a>
September1	19	18	<a href="#">Download</a>
September15	34	18	<a href="#">Download</a>

To check your downloads, go back to this screen. Click download.

# Web Addresses

- ▶ DE website:

<http://www.iowa.gov/educate/>

Click on Nutrition on the left

- ▶ CNP 2000 website:

<https://www.edinfo.state.ia.us/CNP/AppChoice.asp>

# Email for passwords

- ▶ Forgotten passwords, that is...
- ▶ `CNP2000@iowa.gov`

# Contact E-Mail addresses and phone numbers

- ▶ Main number  
515-281-5356
- ▶ Nancy Christensen, Consultant  
[nancy.christensen@iowa.gov](mailto:nancy.christensen@iowa.gov)  
515-281-5663
- ▶ Or your area consultant